

## CHAPTER 2

### COMMON COUNCIL

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#### **2.01 COMPOSITION.**

- (1) The Mayor and 9 Aldermen shall constitute the Council. (See §1.02 of this Code.)
- (2) The Mayor shall be the chief executive officer of the City. He shall have the powers and duties prescribed in Ch. 62, Wis. Stats., and applicable sections of the Wisconsin Statutes.
- (3) The regular terms of office of the Mayor and the Aldermen shall commence on the third Tuesday of April in the year of their election.
- (4) The Council shall be the judge of the election and qualification of its members, may compel their attendance, and may fine or expel members for neglect of duty. (See §62.11(3), Wis. Stats.)
- (5) The Council shall adopt the proper rules of procedure as necessary and shall have such duties and powers as are provided by State law and this Code.
- (6) At its first meeting subsequent to the regular election and qualification of new members, the Council shall, after organization, choose from its members a President, who, in the absence of the Mayor, shall preside at meetings of the Council and, during the absence or inability of the Mayor, shall have the powers and duties of the Mayor. When the Mayor and President are absent or unable to perform the powers and duties of the office of Mayor at the same time, the next most senior member of the Common Council, based upon consecutive terms of office, shall preside at meetings of the Council and shall have the power and duties of the Mayor. Any person when so officiating shall be styled "Acting Mayor." No person officiating as

Acting Mayor shall have the power to approve an act of the Council that the Mayor has disapproved by filing objections with the Clerk.

#### **2.02 COUNCIL MEETINGS.**

- (1) ANNUAL ORGANIZATIONAL MEETING. The Council shall meet annually on the third Tuesday of April for the purpose of organization.
- (2) REGULAR MEETINGS. The regular meetings of the Council shall be held in the Council Room in the City Hall on the second and fourth Tuesdays of each month at 7:00 P.M., except that when the day for holding any regular meeting shall be a legal holiday, the regular meeting shall be held on the next following secular day at the same place and hour, unless otherwise determined by the Council. (1883 09/10/96)
- (3) SPECIAL MEETINGS.
  - (a) Special meetings of the Council may be called by the Mayor, or in his absence the Acting Mayor, at such time as he may appoint, by written notice of the purpose and time thereof to each member delivered to him personally or left at his usual place of abode, at least 6 hours before the meeting.
  - (b) Upon petition of 3 or more of the members of the Council, the Mayor, or in his absence, the Acting Mayor, shall call a special meeting of the Council.
  - (c) In addition to all other notice requirements, the requirement of sub. (5) below shall be complied with.

- (4) **ADJOURNMENTS.** Any regular or special meeting may be adjourned by a majority of the members present, but no adjournment shall be made to a time later than the next regular meeting.
- (5) **OPEN MEETINGS.** Except as provided in §19.85, Wis. Stats., all meetings of the Council or of any City Board, Commission, Committee, or otherwise designated formally constituted sub-unit of City government shall be open sessions as defined by §19.82, Wis. Stats. Pursuant to §19.84, Wis. Stats., notice of all meetings shall be given as to time, place and subject matter not less than 24 hours prior to the commencement of such meetings unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no event less than 2 hours in advance of the meeting. In addition, such notice shall be posted for a like period on the City Hall bulletin board. The subject matter of all closed sessions shall be announced by the Mayor and a roll call vote taken on the motion to go into closed session so as to comply with the requirements of §19.85, Wis. Stats.
- (6) **ATTENDANCE BY CITY OFFICIALS.** Unless excused by the Mayor, the City Administrator, City Attorney, City Clerk, City Engineer, and the Chief of Police or their designated representatives shall be required to attend all regular meetings of the Council. Other Department Heads and City officers and officials shall attend Council meetings when requested by the Mayor or a member of the Council. (1938 05/26/98, 2033 11/14/2000)
- (7) **CALL TO ORDER.** The Mayor, or in his absence the Acting Mayor, shall promptly call each meeting of the Council to order at the hour fixed for the holding of such meeting.

**2.03M MEMBER ABSENCE; REMOTE MEETING PARTICIPATION.** (2549 04/28/20)

- (1) A member of a standing committee (per §2.05 of this Code), special committee (per §2.06 of this Code), board or commission (per Ch. 1, Subchapter II of this Code) or the Common Council may request in writing or by email at least 24 hours, but preferably 48 hours, in advance of the meeting permission from presiding officer of the committee, board, commission or council to participate in the meeting remotely, by video or audio conferencing system.
- (2) Remote participation may be permitted in cases where the member would not otherwise be able to attend the meeting due to illness or

injury, extreme temperature or weather conditions, lack of available childcare, or other circumstances beyond the member's control where in person attendance would create an undue hardship.

- (3) In the event one or more members at a committee, board, commission or council meeting participates remotely, the following shall occur:
  - (a) The member(s) remote appearance shall be noted in the meeting minutes.
  - (b) The meeting must occur in a meeting room where the physically absent member(s) can hear and be heard by all those who are present.
  - (c) The member(s) appearing remotely shall count towards the quorum.
  - (d) The member(s) shall be allowed to participate and vote to the fullest extent possible except that if the proceeding requires direct observation, such as viewing exhibits not previously provided or observing the demeanor of a witness, the member(s) shall abstain from voting unless the remote participation is occurring by video conference.
  - (e) All voting during the meeting shall be conducted by roll call vote.
  - (f) If at any time during the meeting one or more of the elements of the software allowing the remote participation malfunctions resulting in a participant unable to hear or fully communicate, the presiding officer shall call a recess until such time as communication is reestablished. If communication is not restored within 5 minutes, the presiding officer may entertain a motion to continue the meeting in absence of the remotely participating member(s). If the meeting continues without the remotely participating member(s) and there is a loss of a quorum, the meeting shall adjourn.
  - (g) If the members vote to go into closed session, all state and local laws related to closed session apply. If in closed session, member(s) appearing remotely shall take all reasonable measures to ensure that no member of the public present at their location are able to see, hear or otherwise observe the closed session.

- (4) Remote participation at meetings by City officials, agents and staff may be allowed with prior consent of the presiding officer.

## **2.03 CONDUCT OF MEETINGS.**

- (1) **CALL TO ORDER.** The Mayor shall be the presiding officer and shall call the meeting to order at the appointed hour. In the absence of the Mayor, the President of the Council shall preside and if he is absent, the Acting Mayor shall preside. In the absence of the City Clerk, the Mayor shall appoint a clerk for the meeting.
- (2) **ROLL CALL.** After the presiding officer calls the meeting to order, the Clerk shall call the roll, to be followed by the Pledge of Allegiance.
- (3) **ORDER OF BUSINESS.** At all meetings, the following order shall be observed in disposing of business before the Council unless otherwise provided in the furnished agenda: (1807 04/18/95, 1875 08/13/96)
- (a) Call to order.
  - (b) Roll call and pledge of allegiance.
  - (c) Approval of previous Minutes.
  - (d) Approval of Agenda.
  - (e) Compliance with Open Meeting Law.
  - (f) Presentations.
  - (g) Public hearings.
  - (h) Public invited to speak.
  - (i) Mayor's business.
  - (j) Consent Agenda.
  - (k) Unfinished business.
  - (l) New business.
  - (m) Appointments.
  - (n) Committee of the Whole.
  - (o) City Administrator comments.
  - (p) Mayor and Council comments.
  - (q) Reports, petitions and correspondence.
  - (r) Information items.
  - (s) Closed session.
  - (t) Open session.
  - (u) Adjournment.
- (4) **BUSINESS TAKEN IN ORDER; EXCEPTION.** No business shall be taken up out of said order except by either unanimous consent and without debate or by 2/3rds vote under suspension of the rules as provided in §2.04(20) of this chapter.
- (5) **CONSENT AGENDA.**
- (a) The City Clerk, subject to approval of the Mayor, shall place on the consent agenda items that in his judgment are routine and non-controversial. No separate discussion or debate on matters included in the consent agenda shall be permitted. A single motion, seconded and adopted by a

majority vote of the members shall be sufficient to approve, adopt, enact or otherwise favorably resolve any matter listed on the consent agenda without separate reading or discussion thereof.

- (b) When the consent agenda is reached, any member may request removal of any item from the consent agenda and such item shall be removed without debate or vote. Any item or part thereof removed from the consent agenda shall be separately considered at the appropriate time in the Council's regular order of business. Any member wishing to remove an item from the consent agenda shall request such removal when the agenda is considered as an order of business.

## **2.04 STANDING RULES.** The standing rules for the government of the Council shall be as follows:

### **(1) ADJOURNMENT OF REGULAR MEETINGS.**

- (a) If the business of the Council is not completed at 11:30 P.M., the meeting shall recess automatically to the next regularly scheduled meeting time, unless the Council shall establish, by a majority vote, a later time for adjournment or recess of the meeting. Provided, however, that the presiding officer shall recognize any Alderman who wishes to move for a later time of adjournment or recess of the meeting.
- (b) The Council shall automatically consider at 11:30 P.M., as a special order of business, a motion to adjourn. The motion to adjourn shall be made by the President of the Council, seconded by the senior member of the Council. All agenda items not dealt with before the motion to adjourn regular meetings shall be automatically referred to the next regular meeting of the Council, unless the time for adjournment has been extended by par. (a) above.

### **(2) INTRODUCTION OF BUSINESS.**

- (a) All ordinances, resolutions, memorials or other communications shall be in writing with a brief statement of their contents endorsed thereon, together with the name of the member presenting the same and shall be delivered to the Clerk and entered on the minutes. The Mayor shall refer the ordinance, resolution or

communication to the appropriate Committee or to the appropriate place on the agenda. The Committee to which any matter shall be referred shall report thereon in writing no later than the second regular meeting after such reference, unless there is no objection by the Council to further time being taken.

- (b) Prior to action by the Council, all ordinances and resolutions shall be reviewed by the City Administrator, or his/her designee, for fiscal impact and, to the extent required herein, each ordinance or resolution requiring the expenditure of City funds shall include a statement detailing whether or not the expenditure has been approved in the current year budget, and the account number and/or title of the funding source of the expenditure. Whenever an ordinance or resolution does not require a fiscal note under this subsection, a statement of no fiscal impact shall be attached thereto. No fiscal impact statement shall be required when the fiscal impact will be for a budgeted expenditure of less than \$3,000.00, or when the sole fiscal impact will be for budgeted compensation to City personnel and/or officers. The Finance Committee shall be authorized to approve the format for providing fiscal information under this subsection. (1860 03/26/96)
- (c) Once an item on the agenda is read into the record, it is open for discussion. The Mayor may ask for a staff presentation on the item, or for any Council questions or comments. The Council may discuss such item prior to any motion being on the floor. (1767 08/09/94)
- (d) All ordinances and resolutions appropriating money or creating any charge against the City other than the payment of claims for appropriations previously authorized by the Council shall require for their passage or adoption approval by 2/3 vote of the entire membership of the Council. A roll call vote shall be taken and recorded on all such appropriations. (See §66.042(7), Wis. Stats.)
- (e) Unless otherwise provided in these rules, no ordinance or resolution, having once been defeated, may again be introduced in the same or in substantially similar form until the

expiration of 30 days from the date when such ordinance or resolution was defeated. (See sub. (10) below.)

- (f) The substance of the official action to be taken pursuant to all resolutions or ordinances offered for adoption shall be read by the City Clerk or the Clerk's designee. However, the presiding officer may direct that a resolution or ordinance be read by title only. Any Council member may request prior to or at the time a resolution or ordinance is offered to have the resolution or ordinance read in full and such request shall be granted without debate or vote. An ordinance offered for adoption at its second reading shall be read by title only unless a Council member requests that the ordinance be read in full and such request shall also be granted without debate or vote. (1837 11/28/95)
- (3) **QUESTIONS OF ORDER.** The presiding officer shall decide all questions of order, subject to an appeal to the Council. No appeal shall be debatable and the appeal may be sustained by a majority of the members.
  - (4) **PRESIDING OFFICER TO PRESERVE ORDER.** It shall be the duty of the presiding officer to preserve decorum. If any member transgresses the rules of the Council, the presiding officer shall, or any member may, call such offending member to order, in which case the member called to order shall immediately be silent, unless permitted to explain, and the Council, if appealed to, shall decide the matter. If any member is not recognized by the presiding officer, he may appeal to the Council to be heard and the Council shall decide, by a majority vote, whether the member shall be heard.
  - (5) **VACATION OF THE CHAIR.** The presiding officer shall vacate the chair and designate a member to preside temporarily whenever he desires to make any motion. Provided, however, the presiding officer shall, from time to time, give the Council such information and recommend such measures as he may deem advantageous to the City. (See §62.09(8)(b), Wis. Stats.)
  - (6) **MOTIONS.**
    - (a) When a motion is made and seconded, it shall be deemed to be in the possession of the Council and shall be stated by the presiding officer, or being in writing shall be delivered to

the Clerk and read by him before debate begins.

- (b) Unless otherwise provided in these rules, the rules of order pertaining to motions shall be according to Robert's Rules of Order, Revised.

(7) DIVISION OF QUESTION. Any member may call for a division of the question when the same will admit thereof and such division shall be made by the chair and a separate vote shall be taken on each division.

(8) DEBATE.

- (a) No member shall address the Council until he has been recognized by the presiding officer. When a member wishes to speak to a question or make a motion, he shall respectfully address the presiding officer. No member shall address the Council until he has been recognized by the presiding officer. When 2 or more members desire to address the presiding officer at the same time, the presiding officer shall designate the member who shall have the right to speak first. The presiding officer's determination on who shall speak first under this subsection shall be final.
- (b) No member shall speak more than a total of 10 minutes on any question unless the Council, by a majority vote, shall grant an extension of time for a member to speak.
- (c) When a question is under discussion, no action shall be in order except to adjourn, to lay on the table, to postpone to a certain day, to refer to a Committee, to amend, or to postpone indefinitely. All such motions shall have precedence in the order listed.
- (d) Any member wishing to terminate debate on a question may move to put the question before the Council. The presiding officer shall then state that the previous question has been moved and a vote shall be taken on whether the question shall be put to a vote. If a majority of the members vote in the affirmative, debate shall be terminated and the presiding officer shall then clearly state the question before the Council. The Council shall vote first upon pending amendments and then upon the main question.

(9) VOTING.

- (a) Two-thirds of the members of the Council shall be a quorum. A lesser number than a quorum may compel the attendance of absent members and may adjourn. A majority of all the members shall be necessary for a confirmation on all questions. In case of a tie the Mayor shall have a casting vote. When the Mayor does vote in case of a tie, his vote shall be counted in determining whether a sufficient number of the Council has voted favorably or unfavorably on any measure. The Mayor shall not be counted in determining whether a quorum is present at a meeting. (See §62.11, Wis. Stats.)
- (b) Unless a roll call vote is requested by a Common Council member, a voice vote shall be taken and recorded by the Clerk for the approval of minutes, approval of the agenda, approval of mayoral appointments and adjournment. All other questions before the Council shall be determined by the ayes and noes taken and recorded by roll call. While the Clerk is calling the roll on a roll call vote, each member shall vote inside the bar of the Council and it shall not be in order for any member to explain his/her vote during such call. On confirmation and on adoption of any measure assessing or levying taxes, appropriating or disbursing money, or creating any liability or charge against the City, or any fund thereof, the vote shall be by ayes and noes. The Clerk shall progress one name on the Council roster when beginning each roll call vote. (1876 08/13/96)
- (c) All laws, ordinances, rules, resolutions and motions shall be passed by an affirmative vote of a majority of all the members of the Council unless an extraordinary vote is otherwise required.
- (d) A member shall have the right to change his vote up to the time the vote is finally announced. After that, he can make the change only by permission of the Council, which may be given by general consent; that is, by no member objecting when the presiding officer inquires if anyone objects. If objection is made, a motion may be made to grant the permission which motion shall be un-debatable. It shall be the duty of every member to express his opinion on a question by voting

thereon; however, no member can be compelled to vote.

- (e) The Mayor shall have the veto power as to all acts of the Council, except such as to which it is expressly or by necessary implication otherwise provided by Wisconsin law. All acts of the Council shall be submitted to the Mayor by the Clerk and shall be enforced upon approval evidenced by the Mayor's signature or upon failing to approve or disapprove within 5 days, which fact shall be certified thereon by the Clerk. If the Mayor disapproves, the Mayor's objection shall be filed with the Clerk, who shall present them to the Council at the next meeting. A 2/3 vote of all the members of the Council shall then be required to make the act effective notwithstanding the objections of the Mayor. If the last day for exercising a veto falls on a Sunday or a holiday, the Mayor may exercise a veto on the next succeeding secular day.
- (10) RECONSIDERATION. It shall be in order for any member who voted in the affirmative on any question which was adopted, or for any member who voted in the negative when the vote is evenly divided, or for any member who voted in the negative when the number of affirmative votes was insufficient for adoption, to move a reconsideration of such vote at the same or next succeeding regular meeting of the Council. A new Council member shall succeed to the voting position of his predecessor. A motion to reconsider shall not be in order when the same result can be obtained by another motion.
- (11) PROTEST OF COUNCIL ACTION. Any member shall have the right to have the reasons for his dissent from or protest against any action of the Council entered on the minutes.
- (12) ORDINANCES. No ordinance shall be adopted until the same shall have been read by title only at two consecutive meetings of the Council, provided, however, that this rule may be suspended and the ordinance may be passed to its second reading at the same meeting by unanimous consent of the Council. An ordinance shall be read in its entirety if the Mayor or an Alderperson so requests. Following passage of any ordinance, the Clerk shall cause the same to be published in the official City newspaper, as provided by §62.11(4), Wis. Stats., unless the Council, by a majority vote, directs the

Clerk to cause the ordinance to be published pursuant to §66.035, Wis. Stats. (1755 07/26/94)

(13) COUNCIL AGENDA.

- (a) All reports, resolutions, ordinances or other written documents to be brought before the Council at its regular meeting shall be filed with the Clerk by 4:00 P.M. of the second Friday immediately preceding the regular Tuesday meeting, provided, however, subject to the Wisconsin Open Meeting Law requirements, any Council member or the Mayor shall have the right to bring any resolution before the Council at a regular Council meeting. (1877 08/13/96, 2114 04/08/2003)
- (b) A proposed agenda, together with relevant materials and communications, shall be prepared by the Clerk and delivered to the Mayor, the Common Council members, and City Officers who are required to attend regular meetings not later than 4 p.m. on the Wednesday prior to each regular Council meeting. A similar agenda shall be prepared and delivered for special meetings of the Council if time permits. No item may be acted on by the Council unless it is included in the agenda except by a 2/3<sup>rd</sup> vote of the members or by suspension of the rules as provided by sub. (20) below. The proposed agenda, together with relevant materials and communications, shall be available at the Clerk's office for inspection and copying by 4 p.m. on the Wednesday immediately preceding the regular Council meeting. The agenda and materials for a special Council meeting shall be available as soon as prepared and assembled by the Clerk. (2114 04/08/2003)
- (c) Subject to the Wisconsin Open Meeting Law requirements, additions to or deletions from the proposed agenda may be made by the Clerk, the Council members, and/or by other City Officers upon request or approval of the Mayor until 12 noon of the date of the Council meeting, and any items submitted after 12 noon may be included on the agenda if approved by a majority of the members as here after provided. Materials not previously delivered to the Mayor, the Council members, and City Officers required to attend regular

meetings shall be made available for pickup at the Clerk's office until 4 p.m. on the day of the Council meeting and shall be available at the meeting place of the Council one-half hour prior to the start of the meeting. (2114 04/08/2003)

- (d) The proposed agenda shall be subject to approval of the Council by majority vote of the members.
- (14) CONSENT AGENDA. See §2.03(5) of this chapter.
- (15) COMMITTEE OF THE WHOLE. The Council may, by majority vote, at any regular or special meeting in the regular order of business, as provided in §2.03(3) of this chapter, resolve itself into a Committee of the Whole. Resolving into Committee of the Whole as a special order of business other than in the regular order of business shall require unanimous consent of those present at the meeting. Standing rules of the Council, as provided in this section, shall not apply when the Council has resolved into the Committee of the Whole. Actions or votes of any kind taken by the Council acting as a Committee of the Whole shall be deemed advisory only and shall not authorize any official act by any officer, employee, agent or representative of the City. The Mayor shall preside over the Committee of the Whole. The Council may not finally adjourn any meeting or conduct an executive session in the Committee of the Whole.
- (16) CITIZENS' RIGHTS TO ADDRESS COUNCIL.
  - (a) Any citizen shall have the right to speak on any item of business that is on the agenda for Council action if he is recognized by the presiding officer. Speakers may be limited in length of address by majority vote of the Council; otherwise, the presiding officer shall determine the length of time that a citizen may speak on a question. No citizen shall be permitted to speak on petitions, communications and reports when first introduced before the Council and which are scheduled to be referred to and reported back at a later meeting or which will be taken up at a later time in the regular meeting.
  - (b) No person, except members and officers of the Council, shall be allowed to come within the bar of the Council during the session of the Council

without the permission of the presiding officer.

- (17) PUBLIC HEARINGS. In conducting a public hearing, the Council shall allow all interested parties an opportunity to speak on the subject matter of the hearing. At the beginning of a public hearing, the presiding officer shall request all speakers to remain in the Council chambers until the conclusion of the public hearing so that each speaker will be available for questioning by the Council members. Public hearings shall be conducted by first allowing those citizens to speak who are against the question. Each side shall be given an opportunity to rebut new evidence presented by the opposing side.
- (18) ROBERT'S RULES OF ORDER TO GOVERN. In the absence of a special ordinance or State statute, the Council shall be governed by Robert's Rules of Order, Revised.
- (19) BUSINESS AT SPECIAL MEETINGS. At special meetings of the Council, no business shall be transacted but for which the meeting shall have been called, unless by a 2/3<sup>rd</sup>s vote of the members.
- (20) SUSPENSION OF RULES.
  - (a) Except as otherwise provided by law or this chapter, 2/3<sup>rd</sup>s of the members shall be required to suspend, alter or modify any of the rules in this section.
  - (b) When a member moves a suspension of the rules, he shall be required to state the particular standing rule to which the motion is addressed. The presiding officer shall then put the question, "Is there any objection to the suspension of the rules in accordance with the motion?" An objection voiced to suspension of the rules by one member shall require a roll call on the motion for suspension. If no such objection is made, the Clerk shall record a unanimous consent to the suspension and the presiding officer shall then proceed to state the principal questions.
- (21) RECORDING OF COUNCIL MEETINGS. All regular meetings of the Council shall be recorded electronically. These recordings shall be considered public records and subject to inspection by request, as provided by law.
- (22) DISTURBANCES AND DISORDERLY CONDUCT. Whenever any disturbance or

disorderly conduct occurs in any meeting of the Council, the presiding officer may cause the room to be cleared of all persons guilty of such disorderly conduct, except the Council members. If any Council member is guilty of disorderly conduct, the presiding officer may order the police to take the member into custody for the time being or until the meeting adjourns. Such member may appeal from such order to the Council as in other cases.

- (23) **FAILURE TO OBSERVE RULES NOT A WAIVER.** The failure to observe or enforce the standing rules under this section shall not constitute nor be deemed to waiver of the future enforcement of the rules.

- (24) **PAYMENT OF CLAIMS.** See §3.08 of this Code.

## **2.05 STANDING COMMITTEES (1789 03/14/95)**

- (1) **APPOINTMENT.** The following Standing Committees shall be appointed by the Mayor at the organizational meeting of the Council each year:

- (a) Personnel/Finance Committee.
- (b) Public Safety Committee.
- (c) Administrative Committee.

In addition to the above Standing Committees, Special Committees may be appointed from time to time concerning special matters of interest or importance to the City. All Special Committees shall be appointed by the Mayor unless otherwise directed by the Council.

- (2) **COMPOSITION OF COMMITTEES.** Each committee shall consist of three Alderpersons, and the chairperson of each committee shall be designated by the Mayor.

- (3) **JURISDICTION OF COMMITTEES.**

- (a) Finance/Personnel Committee. The Finance/Personnel Committee shall advise the Common Council on all matters dealing with finance, bond issues, regulation of rates and fees, except where these are directly administered by other Boards and Commissions, audits, insurance, personnel relations, pay plans and policies, and any duties assigned by the Council. The Finance/Personnel Committee shall further review and advise the Common Council on matters involving the purchase of real property and personal property by the City and on matters involving the sale or conveyance of real property owned by the City. The Finance/Personnel Committee shall further review and advise the Common Council on matters involving transportation issues and taxis, and shall administer the Urban Mass Transit Operating Assistance Program. This

Committee supersedes and replaces the Committees formerly known as the Finance Committee and Personnel Committee and this Committee shall assume jurisdiction and responsibility over all matters assigned or delegated to the Finance Committee or Personnel Committee in other provisions of this Code or by duly adopted and approved resolutions, policies, and contracts of the City. (1942 07/28/1998, 2319 09/23/2009)

- (b) Public Safety Committee. The Public Safety Committee shall advise the Common Council on all matters dealing with streets, sidewalks, alleys, storm drains, drainageways, sewers, traffic and parking matters, health and safety issues, nuisances, and any other duties assigned by the Council. Additionally, the Public Safety Committee shall serve in an oversight capacity with respect to matters concerning police and fire operations, except where such matters are the direct responsibility of the Police and Fire Commission. It shall be the duty of this committee, under the direction of the Council, to keep the streets, sidewalks, alleys, sewers, storm drains, and drainage ways, and related public works in repair. This Committee supersedes and replaces the Committees formerly known as the Traffic Committee, Health & Welfare Committee, and Public Works Committee and this Committee shall assume jurisdiction and responsibility over all matters assigned or delegated to the Traffic Committee, Health & Welfare Committee, and Public Works Committee in other provisions of this Code or by duly adopted and approved resolutions, policies, and contracts of the City. (2033 11/14/2000; 2343 08/24/2010)

- (c) Administrative Committee. The Administrative Committee shall advise the Common Council on all matters dealing with the maintenance and upkeep of all City property except property directly administered by other boards and commissions, the review of license applications, except those licenses administered by other Boards, Commissions and City staff, the review of proposed legislation not directly involving other Boards, Commissions or Committees and advising City staff regarding response to legislative matters, relationships with other governmental entities, such as the Ambulance District, School District, Legislature, etc., and any duties assigned by the Council. This Committee shall review and advise the Common Council on matters involving the sale of City owned



personal property. Except where specific jurisdiction and responsibility has been assigned in this section to another committee, this Committee shall serve as a liaison to the Library Board, Parks and Recreation Commission, Community Development Authority, Police & Fire Commission, Baraboo Ambulance District Commission, Airport Commission, U.W. Baraboo Campus Commission, City Attorney and City Assessor. This Committee supersedes and replaces the Committees formerly known as the Property Committee and License & Ordinance Committee and this Committee shall assume jurisdiction and responsibility over all matters assigned or delegated to the Property Committee or License & Ordinance Committee in other provisions of this Code or by duly adopted and approved resolutions, policies and contracts of the City. (1942 07/28/98)

- (4) **COMMITTEE REPORTS.** All Committee reports shall be prepared by the City Clerk. The Clerk shall provide copies of such reports to Council members by the close of the work day on the Friday preceding the regular Council meeting.
- (5) **CALLING COMMITTEE MEETINGS.** The Mayor, City Administrator, or Chairperson of a committee may call a committee meeting at such time as he/she may designate by reasonable advance written notice to each committee member.

**2.06 SPECIAL COMMITTEES.** In addition to the standing Committees, special committees may be appointed from time to time to deal with special matters of interest to the City. All such committees shall be appointed by the Mayor unless otherwise directed by the Council.

**2.07 EXPENSE ALLOWANCES FOR ALDERPERSON AND MAYOR FOR ATTENDING MEETINGS.** (1788 3/13/95)

- (1) **EXPENSE ALLOWANCES FOR ATTENDING MEETINGS.** Except as provided in §2.08, alderpersons or the Mayor who are members of a standing or special committee of the Council shall not be paid an expense allowance for attending any meetings of these committees. Alderpersons or the Mayor who are regular members of any of the boards or commissions enumerated in Subchapter II of Chapter 1 of this Code, shall be paid an expense allowance of \$35 for each meeting attended and the expense allowance for

attending Board of Review shall be \$35 per day. The maximum per diem expense allowance to be received by any alderperson or the Mayor for attending meetings of a City board or commission shall be \$35.00 regardless of the number of different meetings or hours involved. (1686 04/21/93; 2578 8/24/2021)

- (2) **CHAIRPERSON RESPONSIBILITY.** The Chairperson of each City Board or Commission shall be responsible for maintaining an attendance record for each meeting. The Chairperson shall deliver the attendance record to the City Clerk at the end of each month. The City Clerk shall determine from the attendance record the entitlement of any Alderperson or the Mayor to an expense allowance under this section.

## **2.08 SALARY FOR MAYOR AND ALDERPERSONS.**

- (1) **MAYOR'S SALARY AND EXPENSE ALLOWANCE.** The Mayor shall receive a base salary of \$10,000.00 per year. (1711 12/21/1993; 1686 04/21/1993; 1639 01/28/1992; 1556 01/23/1990; 1484 12/08/1987; Reso. 95-182 11/14/1995; 2349 11/09/2010)
- (2) **ALDERPERSON'S SALARY.** Each Alderperson shall receive a base salary of \$100 per month, plus an expense allowance of \$150 per month for attending meetings of any Standing or Special Committee of the Council, regardless of the number of meetings or hours involved. In addition, where an Alderperson is a regular member of any of the Boards or Commissions enumerated in Subchapter II of

Chapter 1 of this Code and attends a meeting of such Board or Commission, the Alderperson shall be paid the expense allowance provided in §2.07(1) of this Code. Each Alderperson shall further receive \$600 per year as a general expense allowance, plus such additional expenses or per diem allowances as are specifically authorized by this Code or by resolution of the Common Council. (1686 04/21/93, 1598 04/09/91, 1597 04/09/91, 1527 12/13/88, 1788 03/14/95, 2212 10/25/2005)

## **2.09 TERM OF ALDERPERSON APPOINTMENT TO BOARDS, COMMISSIONS, OR COMMITTEES –**

Whenever a member of the Common Council is appointed to a board, commission, or committee based upon his/her alderperson position, such appointment term shall expire automatically on the third Tuesday in April of each year or at such time as said person is no longer a member of the Common Council, whichever occurs first. (2061, 07/10/2001)